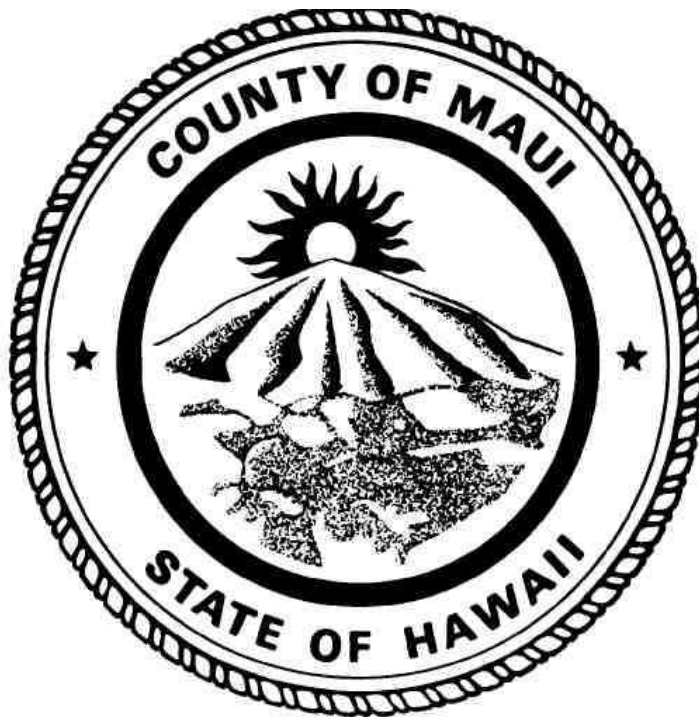


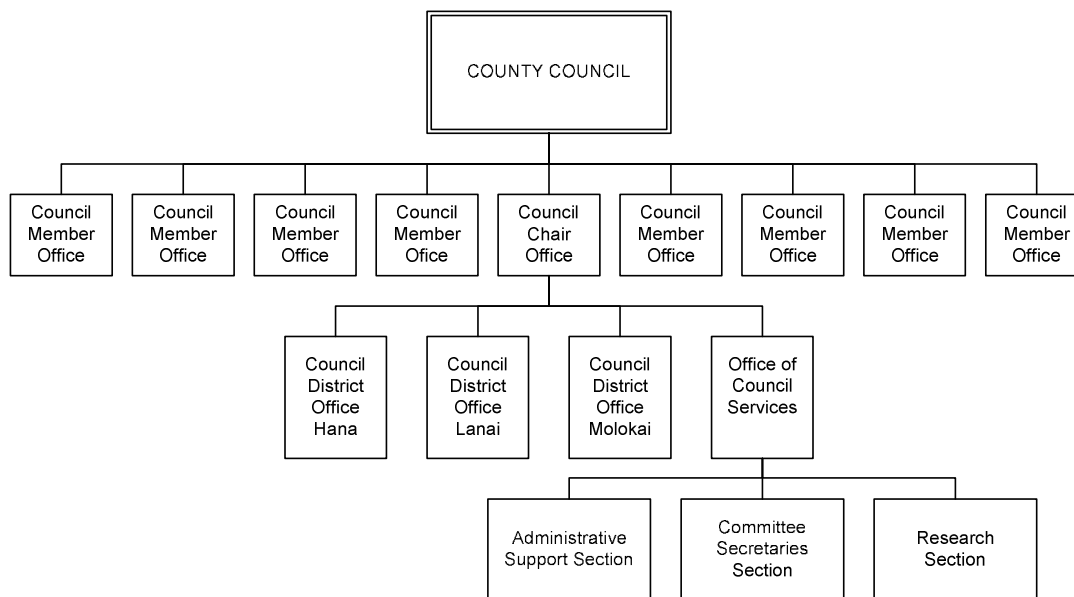
Proposed Budget • Fiscal Year 2007

OFFICE OF
Council Services



Department Summary

Organization Chart



Mission Statement

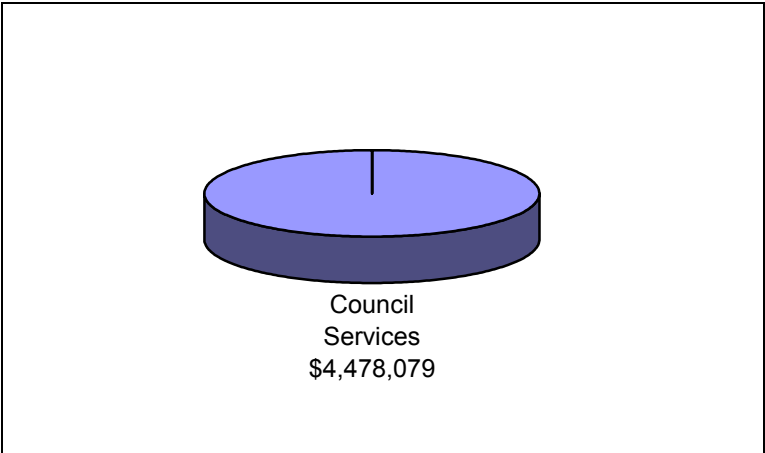
The mission of the Office of Council Services is to serve the community and promote the public good by supporting the legislative activities of the County Council.

Financial Summary

	FY 2004 Actual	FY 2005 Actual	FY 2006 Budgeted	FY 2007 Request	Change Amount	% Change
Program Summary						
General Fund						
Council Services	3,165,664	3,219,077	4,432,596	4,478,079	45,483	1.0%
Subtotal	3,165,664	3,219,077	4,432,596	4,478,079	45,483	1.0%
Total	3,165,664	3,219,077	4,432,596	4,478,079	45,483	1.0%

Department Summary

FY 2007 Budget by Program



Council Services Program***Program Description***

The Office of Council Services (OCS) provides research, clerical and logistical support to the committees and members of the Council in the performance of their official legislative duties.

The role of the central staff is to focus on the legislative work of the Council, its committees and its subcommittees. The office directly supports the policy-making process in the following ways: by providing staff support to ensure compliance with procedural requirements; by researching and organizing information on policy issues; by ensuring that the legislative process is properly coordinated and documented, especially with regard to the timely and efficient flow of information to the Council members; and by responding to requests for information from the general public. In addition, the central staff provides the following types of support: fiscal, facilities, procurement, and personnel administration processing for Council members' individual offices; administrative assistance to the office of the Council Chair; and services for recurring major legislative activities, for example, annual budget deliberations, monitoring of State legislation, community plan reviews, and Hawaii State Association of Counties functions. The central staff also assists with Council-initiated projects undertaken as a check on the administrative authority of the executive branch; the Council has tended to proceed cautiously with legislative oversight projects, to avoid wasting resources and disrupting operations unnecessarily. The central staff is located on the seventh floor of the County building in Wailuku.

The OCS budget also includes an allotment for three offices in the outlying districts of Hana, Lana`i and Moloka`i to provide residents of those remote districts with better access to Council members and to legislative services generally. Each Council member's office is assigned a portion of the OCS budget to provide each member with the flexibility and independence necessary to pursue each member's legislative priorities. The Council members' offices are located on the eighth floor of the County building, while the Council Chair's office is located on the seventh floor with the OCS central staff.

Goals

- Ensure that the committees of the Council can hold meetings to carry out their legislative responsibilities, while complying with legal requirements
- Provide Council-related documents to government agencies and the public, upon request
- Provide research services to Council members or other legislative agencies, on policy issues or the legislative process
- Provide reliable and updated information technology to users in the legislative branch
- Ensure that employees receive proper payments and benefits, that supplies, services, equipment and facilities are properly procured, used and maintained, and that employees and visitors have a safe, efficient and attractive work environment
- Ensure the reliability of the annual financial reports issued by the County
- Enable the Council to fulfill its oversight responsibilities, by enabling the Council to procure and coordinate projects with auditors, special counsel, and other providers of professional services
- Support Council efforts to persuade and encourage the State Legislature to enact laws to enhance the County's ability to deliver services
- Enable the general public to view Council and committee meetings on television
- Support other legislative activities undertaken by the Council

Council Services Program

Objectives for Fiscal Year 2007

- Research matters pending in committees, and enable the committees to plan and conduct meetings
- Comply with legal requirements and agreed-upon procedures (excluding minutes) for meetings of the Council and its committees
- Prepare, review and issue detailed meeting minutes in compliance with legal requirements and agreed-upon procedures
- Provide documents and other information related to legislative branch operations
- Provide research services to Council members and other OCS agencies (excluding ceremonial resolutions, and legislative testimonies)
- Maintain and improve the legislative branch's computer system
- Provide general office administrative services
- Assist with procurement and coordination of financial and program audits required by law
- Assist the Council in fulfilling its oversight responsibilities, by specifying and coordinating appropriate professional services
- Assist the Council in monitoring State legislation in the County and HSAC legislative packages, and preparing written testimonies and other documents under the guidance of the Council Chair (legislative liaison)
- Televis Council and committee meetings in a fair and objective manner, as approved by the Council Chair
- Assist the Council in undertaking other legislative activities, e.g., Council inauguration, HSAC committee meetings, and HSAC conferences

Performance Measures

	FY05 Actual	FY06 Projection	FY07 Projection
▪ Number of committee meetings (including site inspections) staffed	247	213	213
▪ Number of meetings (i.e., site inspections) for which summary meeting minutes were required	6	7	7
▪ Percentage of summary minutes produced that met established deadlines	83%	100%	100%
▪ Number of documents issued by committees (e.g., meeting notices, follow-up letters, committee reports, bills, resolutions, press releases)	1,922	2,000	2,000
▪ Percentage of documents issued that meet established standards, without errors requiring corrective action	99%	99%	99%

Council Services Program***Performance Measures (Continued)***

	FY05 Actual	FY06 Projection	FY07 Projection
▪ Number of committee meetings for which standard detailed meeting minutes were required during the reporting period	156	211	211
▪ Percentage of required detailed meeting minutes issued that were made available by established deadlines	58%	100%	100%
▪ Number of information requests requiring research or retrieval of records	407	464	464
▪ Number of research assignments received	120	153	153
▪ Number of research assignments completed and closed	154	153	153
▪ Number of standard (i.e., supported) workstations available for use	77	78	78
▪ Number of instances of unanticipated failure of the local area network, lasting more than 60 minutes	0	0	0
▪ Number of financial transactions processed	2,269	2,059	2,059
▪ Percentage of financial transactions processed by established deadlines	100%	98%	98%
▪ Number of personnel, payroll, and procurement approvals processed	1,660	1,390	1,390
▪ Percentage of personnel, payroll, and procurement approvals processed by established deadlines	100%	98%	98%
▪ Number of audit reports and other documents produced by the auditor, and reviewed by the Research Section	4	5	5
▪ Number of legislative oversight projects assigned during the period (including projects continued from prior period)	1	3	3
▪ Number of legislative oversight projects completed or closed during the period	0	3	3
▪ Number of legislative hearing notices reviewed, including relevant legislation	979	3,080	3,080
▪ Number of legislative documents prepared, e.g., testimonies, status reports, correspondence, and press releases.	24	60	60
▪ Number of televised meetings	78	74	74

Council Services Program***Performance Measures (Continued)***

	FY05 Actual	FY06 Projection	FY07 Projection
▪ Number of HSAC committee meetings supported	13	12	12
▪ Number of legislative events supported, e.g., inauguration and HSAC conferences	1	0	0

Accomplishments for Calendar Year 2005

The Office of Council Services continued to focus on helping Council members undertake their legislative responsibilities by gathering relevant information, ensuring conformance with legal and procedural requirements, and generating necessary legislative documentation. There were a few nonrecurring matters that may be of interest.

- In the area of legislative oversight, the audit of the Department of Planning's operations was procured. A legislative audit typically focuses on whether an agency's activities are in conformance with legal requirements, whether expenditures are authorized, whether agency decisions are justified by accepted standards or unusual circumstances, and whether the department's representations are true. This audit is somewhat atypical because the auditor will, in addition, solicit input from those who use the department's services, and consider whether the department is organized to deliver those services.
- The office is proceeding with facilities improvements that are intended to improve security, increase storage space, and meet disabled-access requirements. This project was held in abeyance while inquiries were made regarding the possibility of securing space on other floors. When it became apparent that no other space was available, the architect was authorized to complete the bid documents.
- The office completed the backlog of committee meeting transcripts from previous Council terms, and is consistently producing meeting minutes within legal deadlines. The process of outsourcing transcription work to two contractors will continue, to the extent necessary to enable staff to work on other priorities. Some transcription work cannot be outsourced, e.g., closed meetings, complicated discussions, and defective recordings.
- The office is taking longer than expected to broaden use of the document imaging system. The office was distracted by more urgent concerns, e.g., eliminating the minutes backlog, filling vacant positions, and reallocating our office's computer system responsibilities. However, the office will refocus on this priority because digitizing documents lays the foundation for other improvements, e.g., reducing document distribution costs, speeding the flow of information internally, and making legislative information more available to the public through the County's website.

Major Fiscal Year 2007 Budget Items

- Salaries and wages, \$1,934,844: Office of Council Services (OCS) positions are not unionized employees, but salaries are kept competitive by using the salary ranges and steps of civil service employees who are included in collective bargaining. The FY 2006 budget for OCS did not report the increases that took effect on October 1, 2005 because the final dollar amounts were not available when the budget was adopted. If the increases had been included, most of the salaries would have been 2.625 percent higher in FY 2006, and the projected increase for FY 2007 would be 3.5 percent. The increase in the Council members' individual office accounts can be explained in similar fashion.

Council Services Program***Major Fiscal Year 2007 Budget Items (Continued):***

- OCS salaries: OCS positions are not subject to collective bargaining, but most salaries (excluding attorneys) are set by reference to the salary ranges and steps of civil service employees. The collective bargaining process resulted in a 3.5 percent increase as of October 1, 2005, and another 3.5 percent increase one year later, on October 1, 2006. OCS salaries followed these increases, but the Fiscal Year 2006 budget did not reflect these increases because the precise amounts were not available when the Fiscal Year 2006 budget was adopted. If the increases had been budgeted, most of the salaries would have been 2.625 percent higher in Fiscal Year 2006, and the projected compounded increase for Fiscal Year 2007 would be 3.5 percent.

The process used to update attorney salaries is intended to provide smaller but more consistent adjustments. The difference between the lowest-paid civil service attorney's salary and the lowest-paid legal department head is divided into ten equal segments. The low end of each segment constitutes a step. The corporation counsel and the prosecuting attorney are authorized to adjust their subordinates' salaries within the amount appropriated. Salaries in the legislative branch are not subject to such unilateral adjustment.

- Professional Services (Subobject code 6132, video program): The amounts proposed for Akaku video programmings have increased, but not as much as the comparison of Fiscal Year 2005 and Fiscal Year 2006 suggests. Actual amounts committed to videotaping contracts were \$134,072 in FY 2003, \$101,215 in FY 2004, and \$122,933 in FY 2005. A \$60,000 amount was budgeted annually for captioning, but was not spent because the capability was unavailable until this year. The Council added \$75,000 to the budget request for FY 2006 in order to allow full coverage of all committee meetings in the Council Chamber.

It is estimated that \$209,000 will be needed in FY 2007 to videotape all Council and committee meetings, and to caption Council meetings. Ultimately, the use of captioning will depend on the number and length of committee meetings, as well as the demand for captioned programming. It is hoped that demand for captioning will not require reductions in the number of meetings covered.

The remaining \$33,000 is intended to provide a way to improve staff support for committees when there are vacancies or long-term personnel leaves. Currently, the possibility of obtaining temporary research services is being considered, in order to provide adequate and consistent research support for committees.

- Audit and Professional Services: The amounts budgeted for audits and professional services include \$200,000 as a contingency, in the event the Council needs legal representation and administration assistance is not available. It also includes \$200,000 for the annual financial audit; the current vendor is charging much less than other firms would probably cost.

The amounts budgeted for program audits have been largely unexpended, although one audit is underway. The office has not been able to allocate enough research staff time to define audit objectives and procure outside auditors. Consideration is being given to various ways of addressing this constraint, including temporary positions.

Council Services Program

Expenditure Summary

	FY 2004 Actual	FY 2005 Actual	FY 2006 Budget	FY 2007 Request	Change Amount	% Change
General Fund						
Salaries and Wages	2,388,200	2,556,772	1,896,085	1,934,844	38,759	2.0%
Operations	718,927	612,398	2,504,895	2,481,735	-23,160	-0.9%
Equipment	58,537	49,907	31,616	61,500	29,884	94.5%
Program Total	3,165,664	3,219,077	4,432,596	4,478,079	45,483	1.0%

FY 2007 Budget by Expenditure